

The Delaware Developmental Disabilities Council
Margaret O'Neill Bldg., Suite 2
410 Federal Street
Dover, Delaware 19901

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Request for Proposals

The Council invites proposals from individuals, agencies and educational institutions under the Developmental Disabilities Council's Grant Funds in accordance with the DD Assistance and Bill of Rights Act Amendments of 2000.

RFP Number: RFP 0901

Issue Date: November 16, 2008

Project: The Developmental Disabilities Council will provide up to **\$15,500** for a contractor to research the use of universal design in Delaware and develop, maintain and advertise a website pertaining to universal design in Delaware.

Optional Bidders Conference: An optional bidder's conference will be held on Tuesday, December 2, 2008 at 10:00 a.m. in the 2nd Floor Conference Room of the Margaret O'Neill Bldg., 410 Federal Street, Dover, DE 19901

Proposal Due Date: Thursday, December 18, 2008 by 4:30 p.m.

Project Term: Thirty-six Months

Contractor's Scope of Services for the Project: This RFP seeks a contractor to accomplish the following:

1. Research what basics of universal design are used in building a dwelling unit. Include the differences in cost by adding those basic universal design features in the construction price.
2. Research the costs to remodel an existing home to add the basics of universal design to that home.
3. Research and verify which Delaware developers and builders are offering universal design as an option in their floor plans.
4. Make a list of those builders and developers with contact information.
5. Develop a website that contains the information found in # 1-4 above
6. Develop and implement a plan to market the website.
7. Connect the website to Delaware's five public housing authorities and the State's disabilities organizations' websites, plus other sites as requested by the DD Council.
8. Develop the website with the technical capability so that when a search for Universal Design, Delaware is made the website appears.
9. Develop a plan for self-sufficiency for the website; such as obtaining sponsors and paid advertising on the website.
10. Maintain the website for three years.

Contractor's Administrative Requirements:

1. Submit proposal with a detailed budget clearly specifying how you will accomplish the contractor's Scope of Services
2. Provide Consumer and Stakeholder satisfaction survey data as required by the contract
3. Submit program and fiscal reports as required by the contract
4. Work closely with the State's Division of Graphics and Printing for any printing requirements.

How to Apply: Request a copy of the Guidelines for the Preparation of Proposals from the DD Council.

When you contact us, refer to the RFP number listed above. Submit ten (10) copies of the proposal.

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